

*Supply*

**FUELS MANAGEMENT**

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**AFI 23-201, October 1996, is supplemented as follows:**

AFI 23-201 is applicable to the Air National Guard (ANG) with the following additions.

**SUMMARY OF REVISIONS**

This supplement applies to Air National Guard (ANG) units that receive, store, issue, quality control, and account for aviation fuels, ground fuels, and cryogenic fluids, and missile propellants. When ANG units are mobilized or federally activated by their perspective Major Air Command (MAJCOM), the gaining MAJCOM supplements apply. The changes reflect suggestions from ANG/LGSF Management Policy Office, ANG Fuels Advisory Council (FAC), and ANG units.

**Chapter 1**

1.2. (Change to Read) (ANG). The Chief of Supply will serve as the Fuels Management Flight Commander (FMFC) who is the responsible officer IAW DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal, Chapter. 10*. However, if there is a Title 5 civilian position authorized as the FMFC, the Title 5 can be appointed as the Responsible Fuels Officer.

1.2.1. (Change to Read) (ANG). When hiring the Fuels Superintendent, ANG/LGSF recommends the FMFC appoint (by memorandum) the most qualified Senior NCO with a minimum of a 2F071 skill level, and who has attended the Petroleum Logistics Management Course, (PLMC) as the NCOIC or Fuels Superintendent. The superintendent will appoint individuals within the flight responsibilities, ensuring mission readiness capability in all key functional areas of the fuels flight.

1.4. (Added 3<sup>rd</sup> Bullet) (ANG). The Fuels Superintendent will submit an annual budget to the FMFC not later than the local unit budget call. Budget should include, but not be limited to cost to participate in the annual American Petroleum Institute (API) Competition/Ceremony, Fuels Readiness Competition, ANG Fuels Superintendent Workshop, Joint Petroleum (PETRO Conference), Air Transportable Hydrant Refueling System, Accounting, Laboratory, Cryotainer, PLMC training requirements, and off-station annual/training tours.

1.7.1. (Added 4<sup>th</sup> Bullet) (ANG). An information copy of the environmental expenses will be forwarded to ANG/LGSF no later than 15 August of each year and 1 year projection.

1.8. (Added 5<sup>th</sup> Bullet) (ANG). Fuels Management Superintendent/FMFC is responsible for reporting fuels-related mishaps to ANG/LGSF by telephone no later than 2 hours after the event. The phone call will be followed by hard copy message or E-mail within an hour during duty hours (0700 - 1700 Monday - Friday). After duty hour mishaps will be reported to ANG/OPS Center through the unit's Command Post.

1.10. (Added 3<sup>rd</sup> Bullet) (ANG). The Fuels Management Team consisting of the FMFC and Fuels Superintendent will interview all newly assigned personnel as soon as possible, but not later than the first unit training assembly (UTA) to ensure they meet the qualifications in AFMAN 36-2108, *Airman Classification*. This initial evaluation will be documented on the AF Form 623a, *On-The-Job-Training Record-Continuation Sheet*, or suitable substitute, and maintained in the individual's training record.

1.11. (Added 3<sup>rd</sup> Bullet) (ANG). The operation of any refueling or cryogenic equipment by personnel other than individuals possessing at least a three-skill level in the Fuels Career Field is strictly prohibited by T. O. 00-25-172 and this AF Instruction. Violation of this policy constitutes a hazard to safety of flight, an unsafe flightline work environment, and is misuse of assigned personnel. Fuels managers will immediately report any violations of this policy directly to ANG/LGSF.

1.14.2. (Change to Read) (ANG). ANG facilities should conform to ANG Handbook 32-1002, *ANG Facility Requirements*. This handbook supplements AFI 32-1024, *Standard Facility Requirements*.

1.15. (Added) (ANG). Hydrant Hose Carts will not be used on Type III Hydrant Systems IAW AFH 32-1084, *Facility Requirements*.

## Chapter 2

2.6. (Added to 2<sup>nd</sup> bullet) (ANG). For ANG units, the Tab G-8 is referred to as the Liquid Fuel System Drawings. (6th bullet, Change to Read) (ANG).: Provides emergency power for fuels facilities according to ANGR 91-4, *Emergency Electric Power Supply*. Civil Engineering and Fuels Management will jointly determine emergency generator requirements, positioning, training, and operations. Memorandums of Agreement will be written to provide specific responsibilities related to emergency power responsibilities.

2.8. (Added 11<sup>th</sup> Bullet) (ANG). Ensures that AFTO Form 148 is signed by pilots of transient aircraft receiving JP-8 + 100.

## Chapter 3

3.2. (Add to 2<sup>nd</sup> Bullet) (ANG). The Fuels Safety Monitor will conduct a safety briefing during each UTA. Topics will include mishaps, accidents, regulations/T.O. updates, and any safety hazards that have occurred since the previous UTA. This briefing will be recorded in a log, signed by all personnel within the fuels flight, and maintained for a minimum of 6 months.

## Chapter 5

5.8. (Change to Read) (ANG). Replace reference to Tab G-8 with Liquid Fuels System Drawings.

5.11. (Change to Read) (ANG). Change reference Air Force Handbook 32-1084, with ANG Handbook 32-1002.

## Chapter 6

6.2.1. (Added to 1st Bullet) (ANG). When using FAS, a minimum of seven tapes is required for backup. Five tapes are required for daily backup, one tape will be used monthly to backup the entire system, and one tape will be used as an initial system tape to be used only for complete system restoration.

6.2.2. (Change to Read) (ANG). Maintenance Operations Control Center or Base Operations will contact the FMFC and Fuels Superintendent when the FCC is not manned.

6.13.8. (Added 7<sup>th</sup> Bullet) (ANG). Perform checkpoint operations IAW this paragraph and applicable T. O. each day during UTAs regardless of projected flying schedule.

## Chapter 7

7.1. (Added 4<sup>th</sup> Bullet) (ANG). Each unit must have one graduate of the FAS training assigned to each flight.

7.2. (Added 8<sup>th</sup> Bullet) (ANG). The Fuels Accounting Supervisor and the Fuels Management Team will monitor all rejects and take actions to clear them before they reach the 10-day old point. When unforeseen circumstances prevent the timely clearance of rejects, the fuels superintendent must notify ANG/LGSF by e-mail or letter stating why the rejects could not be cleared and an estimated correction date.

## Chapter 8

8.3.1. (Added 4<sup>th</sup> Bullet) (ANG). Every effort must be made to ensure the Fuels Flight has a fuels laboratory to perform fuel testing IAW T. O. 42-B series. Units that don't have a lab should initiate a Memorandum of

Agreement (MOA) with the host fuels flight to allow ANG personnel with the 039 SEI to perform normal laboratory technician duties to maintain proficiency. The base fuels laboratory is not authorized to analyze fuel samples for into-plane contractors, commercial sources, civilian agencies or quality assurance evaluators without written approval of ANG/LGSF and coordination of SA-ALC/SFTH. Change reference to AFI 32-1024 with ANG 32-1002.

8.7.1. (Added 6<sup>th</sup> Bullet) (ANG). Two no-notice spot checks will be performed weekly. Spot checks are brief inspections or evaluations of any fuels area. Spot checks can be evaluated from the areas identified in paragraph 8.6. or evaluations of a single facility, equipment item, or any fuels operational task performance. Spot checks will be rated "PASS" or "FAIL".

8.7.1.1. All "pass" spot checks without significant findings will be consolidated weekly on one AF Form 2419.

8.7.1.2. If a spot check is rated "fail", it will not be consolidated with others. Instead a separate AF Form 2419 identifying the failure and circumstances involved will be prepared and forwarded immediately to the responsible supervisor.

8.7.3. (Added) (ANG). During UTAs the QC&I will perform a minimum of four no-notice spot checks on four different areas or four different personnel each UTA.

8.9.1. (Added) (ANG). Internal inspections will be rated Satisfactory, Marginal, or Unsatisfactory. The semi-annual inspections will be recorded on the AF Form 2420 by the QC&I supervisor and routed to the Fuels Management Team using the AF Form 2419.

8.9.1.1. (Added) (ANG). Rating Criteria:

- Satisfactory - Each discrepancy (if any) has little or no impact on mission support and safety posture is sound.
- Marginal - Mission is being supported but negative trends and minor violations are noted.
- Unsatisfactory - Mission is not being supported in an efficient manner, number of negative trends or safety violations are not consistent with management standards as determined by the Fuels Management Team.

## **Chapter 10**

10.2. (Delete 5<sup>th</sup> Bullet) (ANG). Does not apply to ANG personnel.

10.3.1. (Added 3<sup>rd</sup> Bullet) (ANG). A rotational training program is mandatory for all ANG Fuels Flights.

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